



CITY OF LAS CRUCES

Pre-Construction

A pre-submittal meeting is required before applying for a building permit for any commercial new construction, addition, or alteration with a project valuation of \$1 million or more. Additionally, a pre-submittal review is mandatory for multi-family units, including duplexes or larger, regardless of the project valuation. For projects valued below \$1 million, the pre-submittal meeting is optional

Who can request a pre-submittal?

Any representative of a project on behalf of the property owner can request a meeting (Ex: Architect, Engineer). The property owner will have to be included when the meeting takes place.

How it works:

Send an email to inspectionrequest@lascruces.gov with the following information template.

- Project Address:
- Project Type:
- Proposed Project Business Name:
- Project Valuation: \$\$
- Project Contact Name(s):
- Project Contact Phone Number:
- Project Contact Email(s):
- Plans in PDF at least 90% complete for each discipline, (see Sec. 30-274 of the Las Cruces Municipal Code for submittal requirements).

The pre-submittal meetings take place every Tuesday, unless there is a scheduled city recognized holiday. Any request made before (12 p.m.) on any given Tuesday, will be scheduled for the following available pre-submittal date.

Where do these meetings take place?

Pre-submittal reviews will be in person or can be requested for Microsoft Teams for any professional outside of Las Cruces. They will be scheduled for one hour from the hours of nine (9:00 am) to noon (12:00 pm). In person meetings will be held in Community Development Conference Room 1158.

Who reviews the plans?

Upon the request of pre-submittal, a permit tech will send the construction plans to the following reviewers for comments:

- Building
- Fire
- Planning
- Landscape
- Electrical

- Plumbing/Mechanical
- Engineering
- Transportation
- Utilities
- GIS Addressing
- Flood Environmental Compliance
- Airport (if applicable)
- Historic Preservation (if applicable)
- Economic Development
- Parks & Recreation (if applicable)

Each reviewer will have a two-day completeness check to ensure the project meets the 90% set of plans. If it is found the plans are not ready, a notice will be sent, and the meeting will be cancelled.

On the day of the pre-submittal meeting, one hour will be blocked out so our reviewers can discuss comments with the design professional, contractor and property owner. At the end of the meeting, the compiled notes will be provided.

For submittal requirements:

Please see Section 30-274.6.e Construction Drawings from Chapter 30, Buildings and Building Regulations of the Las Cruces Municipal Code.

https://library.municode.com/nm/las_cruces/codes/land_development_code?nodeId=PT_IIIIDECO_CH30BUBURE_ARTIIBUPEINPR_DIV5NECOCONOMUMIREBUPEINPR_S30-274SURE

For any further information, please contact Community Development Permitting office at 575-528-3059 or by email at inspectionrequest@lascruces.gov.